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28 March 1960

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Contribution of Document Division for Annual Planning Paper

REFERENCE : Your memorandum dated 8 March 1960; Subject: Annual Planning Paper

The following organization or position changes are contemplated during FY 1961 for the reasons indicated:

- a. Transfer GS-5 Slot No. 1072 from Receipt and Dispatch Unit, Control Branch to the State Section, Analysis Branch and up-grade to GS-7. This is in accordance with Document Division Staff Study dated 18 March 1960, which recommended the discontinuance of the "Flash" System for processing certain types of periodic information reports and which was approved by the AD/CR on 20 March 1960.
- b. Transfer one of the 607 Slots (GS-5) in the Typing Unit, Control Branch to the Office of the Chief, Processing Section with no change in grade or title. For the past year, since the establishment of the Control Branch, the maintenance of the Central Regrading Index and the issuance of Regrading Notices has been performed by [redacted] who is assigned to the T/O slot involved. This change is requested so the T/O will reflect the actual organization.
- c. Two T/O slots will be transferred to the Analysis Branch to provide for the establishment and maintenance of a "Dictionary of Terms" or Authority File so as to obtain greater uniformity of coding input into the OCR Intellofax System. The exact job requirements will be determined during the next month or so as plans are developed for putting the revised Intelligence Subject Code and Area Classification Code into effect.
- d. Additional T/O slots for analysts (coders) in the Analysis Branch may be required in order to improve the uniformity of input in accordance with the recommendations of the Minicard Testing Group which is just now winding up its experimental coding operation.

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Chief, Document Division

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